

**QUALITY RECORDS LIST**  
**For the NGST Project, Code 443**

<b>Sheet 1 of 2</b>
<i>Original signed by:</i> Bernie Seery/443 2/24/2000
<b>Signature/Code/Date</b>

<b>Process</b>	<b>Quality Record Title/Number</b>	<b>Record Custodian</b>	<b>File Location</b>	<b>Retention Period</b>
1410.2 Configuration Management	Completed Configuration Change/Approval Requests	No records yet	No records yet	Project Test Engineering and Evaluation Files. Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
3410.2 Employee Training and Qualification	Employee Performance Communication System (GSFC 17-110 or 17-111)	Bernie Seery/443	Gail Dellagatta B7/274	4 Years
5100.1 Procurement	Purchase Request (GSFC Form 18-27) (>\$100,000K)	Greg Manfra/443	B7/N200E	Life of contract
5100.1 Procurement	Purchase Request (<\$100,000K)	Greg Manfra/443	B7/N200E	Life of Purchase Order
8700.1 Design Planning and Interface Management	Design Planning Documentation: SOWs	Debora Miller/443	Debora Miller B7/278	Permanent. Retire to a Federal Records Center (FRC) when 5 years old. Transfer to NARA when 10 years old.
8700.1 Design Planning and Interface Management	Design Planning Documentation: Master Schedule	Hal Bremmer/443	<a href="http://ngst.gsfc.nasa.gov/public/configured/doc_467_8/Mastersched.pdf">http://ngst.gsfc.nasa.gov/public/configured/doc_467_8/Mastersched.pdf</a>	Permanent. Retire to a Federal Records Center (FRC) when 5 years old. Transfer to NARA when 10 years old
8700.1 Design Planning and Interface Management	Design Planning Documentation: POPs	Greg Manfra/443	B7/N200E	Permanent. Retire to a Federal Records Center (FRC) when 5 years old. Transfer to NARA when 10 years old

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<b>Sheet 2 of 2</b>
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400-PG-1440.7.1 Control Of Program And Project Records	Quality Records List	Debora Miller/443	Debora Miller B7/278	Until superseded, or after the organization is disestablished
400-PG-1440.7.1 Control Of Program And Project Records	Letter appointing Quality Records Coordinator	Debora Miller/443	Debora Miller B7/278	Until superseded, or after the organization is disestablished

GSFC Form 22-66 (9/99)